

**ADMINISTRATIVE ASSISTANT
SCH529 GRADE D**

**30 hours per week, 39 working weeks p.a.,
including Training and Development Days
Monday- Friday 9.00 am to 3.30pm; 30 min lunch
(Hours and weeks are not negotiable)**

CONTRACT: Permanent, part-time
Directly accountable to and supported by: The Office Manager

This is a flexible role required to assist across all areas of administration.

The main duty of the post-holder will be to provide a robust First Aid service to pupils and staff across all areas of the school.

First Aid

- First responder to First Aid incidents in school (a 3 day First Aid course will be given)
- Maintenance of all First Aid/medical supply boxes throughout the school; providing fully stocked First Aid boxes and medical/contact lists for all off-site visits.
- Ensuring that the medical record book is accurate and Pars notifications go on within the day.
- Overseeing the pupils sat in the First Aid room; ensuring all staff and particularly The Attendance Officer are made aware of pupils in the First Aid room and of pupils that have been signed out.
- Administering medicines to pupils in line with school procedures; working with The Office Manager to ensure pupil's medication is stored securely, within expiry date and relevant, returning out of date or out of prescription medicines to parents promptly.

Reception

- Assisting with the day-to-day front of house duties of a busy reception area in the absence of the Receptionists – staffing Reception, taking calls, showing visitors around.
- Taking examination parcels and/or escorting the Royal Mail examination collection person to Lower School following set procedures.

New starters

- Entering new starter information into Sims, both for the new-year intake (June – September) and throughout the year.
- Making corrections to pupil information as directed by parent and Pars notifications.
- Preparing pupil files and filing admissions paperwork.

General duties

- Answering the pupil counter - assisting with general enquiries.
- Photocopying/typing letters as directed by The Office Manager; covering for other members of the team as required.

At all times working as part of the admin team supporting reception/admin and undertaking any other general duties as directed by The Office Manager.